

TOWN OF STE. ANNE

**REQUEST FOR PROPOSAL
ANIMAL CONTROL OFFICER**

ISSUE DATE:
February 22, 2017

SUBMISSION DEADLINE:
March 16, 2017, 4:00 p.m. CDT

Proposals must be enclosed in a sealed envelope bearing the proponent's return address and the heading, "Request For Proposal, Animal Control Officer" on the face of the envelope. The envelope should be addressed to:

Town of Ste. Anne
30B Dawson Road
Ste. Anne, Manitoba
R5H 1B5

Background

Town of Ste. Anne is searching for the services of an individual or firm to provide animal control and pound keeping services in accordance with the duties outlined in the Town's Animal Control By-law No. 5-2008, attached as Appendix 2.

REQUEST FOR PROPOSAL

Terms of Reference

To prepare a proposal for the provision of animal control and pound keeping services.

Project Summary

Town of Ste. Anne is seeking the services of an animal control officer and pound keeper to ensure compliance by animal owners within the boundaries of the Town of Ste. Anne.

To this end, the proponent will be required to prepare a document outlining the following:

1. What rates are proposed for a monthly retainer, callout, and impoundment of an animal per day or portion thereof, with rates identified for the first three years of service;
2. A description of the pound, including location, photos, number and types of animals which can be cared for;
3. The names of individuals who will be involved in providing the service, as well as background on the qualifications of each; and
4. A description of tools which will be used in securing and transporting animals.

Prior to final acceptance of any RFP, the proponent will be required to enter in to an agreement with the Town.

PROPOSAL REQUIREMENTS

Instructions to Proponents

Submission Address and Deadline

Proponents must submit two hard copies of their proposal addressed as follows:

Town of Ste. Anne
30B Dawson Road

Ste. Anne, Manitoba
R5H 1B5

“Request For Proposal, Animal Control Officer”

Proposals submitted by facsimile transmission (fax) or electronic mail (e-mail) will not be accepted.

Proposals must be submitted in a sealed envelope and delivered personally, by mail, or by courier to the above-noted address. The envelope should be clearly marked with the proponent’s name and return address.

The appropriate signing officer(s) for the proponent must sign the proposal. Once submitted, the proposal becomes the property of Town of Ste. Anne.

It is the sole responsibility of the proponent to ensure the proposal is received at the designated location prior to the submission deadline.

Proposal Inquiries

Proponents are solely responsible for obtaining all information that may be necessary to understand the requirements of this RFP and submit a proposal in accordance with the terms of this RFP. No allowance will be made for the failure of a proponent to obtain such information, or to make such required investigations.

Inquiries related to the RFP should be submitted in writing and must be received at least seven days prior to the submission deadline. Written inquiries are to be directed to:

CAO
Town of Ste. Anne
30B Dawson Road
Ste. Anne, Manitoba
R5H 1B5
E-mail: cao@steannemb.ca

Should the Town determine that an inquiry would be of interest to all proponents, it will be communicated to all proponents. The source of the inquiry will be kept confidential.

Proposals must be received no later than 4:00 p.m. CDT on March 16, 2017 at the address indicated above. **Proposals received after the submission deadline will not be accepted and will be returned to the proponent unopened.**

Proposal Format

Proponents must submit their proposal, clearly outlining the approach they would take to meeting the requirements of this RFP. Particular emphasis should be placed on addressing the key issues as identified earlier in this document.

Simplicity and clarity of responses are vitally important. Proponents should avoid including extraneous or irrelevant information. Failure to respond to any of the critical components of the RFP will result in rejection of the proposal.

Proposals should be written in clear, succinct language and allow easy retrieval of information and understanding of the proposal for evaluation purposes.

Proposal Content

In addition to addressing the critical components of this RFP, proponents will be expected to include the following:

Letter of Introduction

On one page the proponent will introduce the proponent and state their intent to provide the services as described in their proposal.

Other

Proponents should include any additional data that, together with the foregoing comments and information, will provide a thorough understanding of the proponent and their proposal. This should include advising of work the proponent has done for the Town of Ste. Anne within the last ten years, as well as similar work the proponent has done elsewhere within the last ten years.

Proposal Conditions

By submitting a proposal, proponents agree that the proposal or any part of the proposal is subject to the following conditions, in addition to any other terms or conditions set out in this RFP:

Disqualification

No proposal will be considered that is:

- Received after the submission deadline;

- From a proponent where, at the discretion of the Town, a conflict of interest exists; or
- In any way conditional, or that proposes to impose conditions on the client that are inconsistent with the requirements of this RFP and the terms and conditions stipulated herein.

Right of Rejection

The submission of a proposal, the receipt of a proposal and the opening of a proposal, or any one of the preceding actions, does not constitute acceptance of a proposal.

A proposal is not and must not be deemed in any way to be a unilateral agreement. It is simply an offer by the proponent to carry out the provisions set out in this RFP. A proposal may be accepted or rejected by the Town of Ste. Anne solely at its discretion.

Right to Reissue RFP

Town of Ste. Anne reserves the right to reissue the RFP, where, in its opinion, none of the proposals submitted in response to the RFP warrant acceptance or where it could be in the best interest of the Town to do so.

Cost of Proposal

Cost incurred in the preparation, presentation and submission of a proposal must be borne entirely by the proponent.

Amendment or Withdrawal of Proposal

A proponent may amend its proposal before the submission deadline by submitting an amendment, which clearly identifies the change, or by submitting a new proposal that clearly indicates that it is intended to replace the proposal previously submitted by the proponent.

All notices to amend or withdraw a proposal must be submitted in writing to the address listed on the cover page of this RFP. All amendments or letters of withdraw must be submitted on the proponent's letterhead and duly signed by the proponent or its authorized representative.

<p>The proponent is solely responsible when submitting an amendment or a request to withdraw a proposal to ensure that the Town receives the submission prior to the deadline date.</p>
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Period of Validity

A proposal may not be revoked after the submission deadline and will remain open for intent to accept for 60 days after the submission deadline.

Decision of Evaluation Committee

The Evaluation Committee, comprised of representatives of the Town, reserves the authority to determine the degree to which a proposal meets the criteria as set out in this RFP. The committee’s decision is absolute and may not be appealed by a proponent.

Timelines

The following dates are targets only and are subject to change by the Town.

<u>Activity</u>	<u>Tentative Date</u>
Release of Request For Proposal -	February 22, 2017
Last Date to Submit Inquiries -	March 9, 2017
Closing Date for Proposal -	March 16, 2017
Proposal Review and Evaluation -	March 17, 2017
Notice of Award -	March 21, 2017

APPENDIX 1

PROPOSAL EVALUATION

Proposal Evaluation and Selection

Evaluation Committee

The Evaluation Committee will be comprised of representatives from the Town. The Evaluation Committee is responsible for reviewing and evaluating proposals submitted in response to this RFP.

Evaluation Process

The RFP evaluation process is a selection procedure. It will be finalized through the following steps:

- (1) Proponents to submit proposals in response to RFP.
- (2) Evaluation Committee reviews and evaluates proposals ensuring
 - Proposals meet all the mandatory requirements to proceed with the evaluation process, and
 - Proposals are evaluated.
- (3) Evaluation Committee recommends the selected proposal to Council.
- (4) Council decides to accept or reject a proposal.

APPENDIX 2

TOWN OF STE. ANNE

Animal Control By-Law

BY-LAW No. 5-2008

Being a By-Law of the Town of Ste. Anne to provide for the regulation and control of dogs, cats and domestic pets within the limits of the Town of Ste. Anne

PART I: AUTHORITY

WHEREAS subsection 232(1) of The Municipal Act, S.M. 1996, c.58 (the “Act”) provides, in relevant part, as follows:

Spheres of jurisdiction

232(1) A Council may pass by-laws for municipal purposes respecting the following matters:

- (a) the safety, health, protection and well-being of people and the safety and protection of property;
- (k) wild and domestic animals and activities in relation to them, including by-laws differentiating on the basis of sex, breed, size or weight;
- (o) the enforcement of by-laws.

AND WHEREAS subsection 232(2) of the Act provides, in relevant part, as follows:

Exercising By-Law making powers

232(2) Without limiting the generality of subsection (1), a council may in a by-law passed under this Division

- (a) regulate or prohibit;
- (f) except where a right of appeal is already provided in this or any other Act, provide for an appeal and the body that is to decide the appeal, and related matters.

AND WHEREAS, subsection 236(1) of the Act provides, in relevant part, as follows:

Content of by-laws under clause 232(1)(o)

236(1) Without limiting the generality of clause 232(1)(o) (enforcement of by-laws), a by-law passed under that clause may include provisions

- (a) providing for procedures, including inspections, for determining whether by-laws are being complied with; and

- (b) remedying contravention of by-laws, including
 - (i) creating offenses,
 - (ii) subject to the regulations, providing for fines and penalties, including the imposition of a penalty for an offense that is in addition to a fine or imprisonment, so long as the penalty relates to a fee, rate, toll, charge or cost that is associated with the conduct that gives rise to the offense, or related to enforcing the by-law,
 - (iii) providing that an amount owing under subclause (ii) may be collected in any manner in which a tax may be collected or enforced under this Act,
 - (iv) seizing, removing, impounding, confiscating and selling or otherwise disposing of plants, animals, vehicles, or other things related to a contravention,
 - (v) charging and collecting costs incurred in respect of acting under subclause (iv),
 - (vi) imposing a sentence of imprisonment for not more than six months for the commission of offenses or nonpayment of fines.

AND WHEREAS subsections 5(1), (2) and (3) of *The Animal Liability Act*, S.M. 1998 c. 8 provide, in relevant part, as follows:

Animals not to run at large

5(1) Except when permitted by a municipal by-law passed in accordance with *The Municipal Act* or a by-law of a local government district passed in accordance with *The Local Government Districts Act*, no owner or person in charge of an animal shall allow it to run at large.

By-Law does not limit owner's liability

5(2) An owner's liability under section 2 is not limited or otherwise affected by a by-law referred to in subsection (1).

Municipality or LGD not liable by reason only of making By-Law

5(3) A municipality or local government district that makes a by-law referred to in subsection (1) is not liable, by reason only of having made the by-law, for damages for any harm that an animal causes to a person or property while running at large in the manner permitted under the by-law.

AND WHEREAS, subsections 31(1) and (2) of the *Diseases and Dead Bodies Regulation*, 338/88R of *The Public Health Act*, R.S.M. 1987 c.P210 provide, in relevant part, as follows:

31(1) In the event of an animal bite to a person in which a physician determines that there is a possibility of transmission of rabies, the person bitten or any duly qualified medical practitioner or registered nurse attending that person shall forthwith notify the medical

officer of health or the animal control officer of the municipality in which the biting incident occurred or a peace officer of the details of the biting incident.

31(2) An animal control officer or peace officer receiving a report pursuant to subsection (1) shall notify the medical officer of health of the details of the report at the earliest opportunity.

PART II: DEFINITIONS AND INTERPRETATION

By-Law Name

1(1) This By-Law may be referred to as the “Town of Ste. Anne Animal Control By-Law” and hereto replace previous The Town of Ste .Anne By-law #7-2001 that is now cancelled in its entirety.

Definitions

1(2) In this By-Law, unless the context otherwise requires,

“**aggressor animal**” shall have the meaning ascribed thereto in section 11 of this By-Law.

“**animal control officer**” means the person appointed by Council to enforce the provisions of this By-Law, and includes any person acting as an assistant to, or under the direction of, the animal control officer authorized by the Council.

“**cat**” means any member of the genus *Felis domesticus* (domestic cat).

“**Council**” means the council of the Town of Ste. Anne.

“**current rabies vaccination**” means that the dog or cat has been vaccinated for rabies in accordance with international veterinary protocol which calls for a primary vaccination, which is then followed with a booster vaccination not sooner than 60 days and not greater than one year after the primary vaccination, and is then subsequently vaccinated at regular intervals not exceeding three years.

“**dangerous animal**” means any dog, cat or any other animal that has on at least one occasion, worried, attacked, injured or killed a person, livestock or any other animal, or that is for any other reason determined to be a risk to any person, livestock or any other animal, and that has been declared a dangerous animal under section 12 of this By-Law.

“**dog**” means any member of the genus *Canis familiaris* (domestic dog).

“**domestic pet**” means any animal other than a dog or cat that has been domesticated and is kept or harboured within the Town of Ste. Anne;

“**kennel**” structure or shelter made of wood or chain link, minimum of 6 feet high;

“livestock” means any other animal determined by the animal control officer to be livestock for the purpose of this By-law.

“Notice of Breach of By-law” means a notice issued pursuant to section 3(d) of this By-law in the form attached hereto as Schedule B.

“owner” includes any person who owns, keeps, harbours or has possession or control of an animal, or who owns, leases or occupies, either solely or jointly with others, any premises containing the animal or which contained the animal immediately prior to an attack by the animal or apprehension of the animal by the animal control officer or any other person.

“person” includes a firm or corporation.

“pound” means any enclosure, premises or place, whether within or outside the Municipality, designated by Council for the impoundment and care of any animal for the purposes or enforcing any provision of this By-Law.

“poundkeeper” means the person appointed by Council, whether on a temporary or permanent basis, to operate and maintain a pound, and to carry out the duties of a poundkeeper as set out in section 4 of this By-Law.

“proper fence” means wood or chain link, minimum of 6 feet high;

“restricted animal” means:

- (a) **any member of the order of Primate except a human being;**
- (b) **any member of the order Carnivora except dogs, cats, but including all hybrids of dogs and cats;**
- (c) **any member of the order Crocodylia;**
- (d) **any constrictor snake, venomous snake or venomous reptile;**
- (e) **any venomous amphibian;**
- (f) **any wild animal or wildlife as defined in The Wildlife Act; and**
- (g) **any other animal determined by the animal control officer or Ste. Anne Police Department to be a restricted animal, other than a dog or cat.**
- (h) **A Pit Bull Terrier, American Pit Bull Terrier, Pit Bull, Staffordshire Bull Terrier, America Staffordshire Terrier or any dog of mixed breeding, which includes any of the aforementioned breeds.**

“running at large” or “run at large” means, in relation to an animal, that the animal is not:

- (a) under the direct, continuous and effective control of a person competent to control it; or
- (b) securely confined within an enclosure or securely fastened so that it is unable to roam at will.

“town” refers to the Town of Ste. Anne.

Interpretation

1(3) In all parts of this By-Law, any word importing the male gender shall include the female gender and vice versa, and any word importing the singular shall include the plural, and vice versa, as applicable and unless the context requires a different interpretation.

PART III: ESTABLISHMENT OF POUND AND APPOINTMENT OF ANIMAL CONTROL OFFICER AND POUNDKEEPER

Establishment of Pound

2(1) Council may establish and maintain a pound for the impoundment and care of animals apprehended pursuant to the enforcement of any provision of this By-Law, or the Council may enter into an agreement with any person (including with any other municipality, city, town or organization) to establish and maintain a pound on their behalf, The costs associated with the pound operated by or for the Town of Ste. Anne shall be paid out of the general funds of the Town of Ste. Anne.

Appointment of animal control officer

2(2) Council may appoint by resolution one or more persons as animal control officer(s) to carry out the duties of the animal control officer set out in this By-Law. The animal control officer so appointed may be appointed on a temporary or permanent basis, and shall be paid out of the general funds of the Town of Ste. Anne as per attached Schedule “D” and subject to annual review by the Council of the Town of Ste. Anne.

Appointment of pound keeper

2(3) Council may appoint by resolution one or more persons as poundkeeper(s) to carry out the duties of the poundkeeper set out in this By-Law. The poundkeeper(s) so appointed may be appointed on a temporary or permanent basis, and shall be paid out of the general funds of the Town of Ste. Anne.

Common animal control officer and poundkeeper

2(4) At the discretion of Council, the animal control officer may also serve as poundkeeper, and vice versa.

Duties of the animal control officer

- 3 It shall be the duties of the animal control officer:
- (a) to apprehend and confine at the pound, any animal running at large within the Town of Ste. Anne contrary to the provisions of this By-Law.
 - (b) to apprehend and confine any dog, cat or any other domestic pet which is running at large within the Town of Ste. Anne contrary to the provisions of this By-Law, or which is kept or harboured by, or in the possession or control of, any person that is in breach of this By-Law or of any other laws

or regulations pertaining to animals or the conditions of any permit or license.

- (c) to make reasonable attempt to notify the owner of every animal impounded if the identity of the owner is known, by direct contact with the owner or by leaving a notice at the last known address of the owner, which notice shall be in the form set out in Schedule C hereto attached and shall state the place and time when the animal was apprehended, the place and time when the animal can be redeemed from the pound, the impoundment fee, any daily pound fees, license fees and other costs or fines to be charged to the owner, the method of payment required, and the date after which the animal will be sold, destroyed or otherwise disposed of if not redeemed. Where the identity of the owner of the animal is not known, the animal control officer shall post in the general office of the Town of Ste. Anne, a notice describing the animal, the date of apprehension and the date after which the animal will be sold, destroyed or otherwise disposed of for the maximum term of 72 hours.
- (d) to issue a Notice of Breach of this By-law in the form set out in Schedule B hereto attached against any person that has committed an offense under this By-law. A Notice of Breach of this By-law may be served upon the person who has breached the By-law personally or upon a person apparently over the age of sixteen years at the residence of the person who has breached the By-law, or may be served by registered mail addressed to the last known address of such person. The animal control officer may lawfully enter upon the permission of any such person to serve a Notice of Breach of this By-law.
- (e) The animal control officer or poundkeeper may use a tranquilizer gun for the purpose of capturing any animal found to be running at large within the Town of Ste. Anne, provided however that if the animal control officer or the poundkeeper, as applicable, is not a licensed veterinarian, no such tranquilizer gun shall be used without the authority of a licensed veterinarian present at the time of use.
- (f) to enforce the provisions of this By-Law.

Duties of pound keeper

4 It shall be the duties of the poundkeeper:

- (a) To provide sufficient food and clean water, adequate shelter and a safe and sanitary environment for every animal impounded.
- (b) To establish and maintain the pound in a manner in keeping with *The Animal Care Act* (Manitoba), and without limiting the generality of the foregoing, to

discharge the duties of an owner as set out in subsection 2(1) of *The Animal Care Act* (Manitoba) while an animal is in the custody of the poundkeeper.

(c) To supply information of every animal impounded to the Clerk of Municipality, so as a record can be kept, and such a record shall include the following minimum information:

- (i) a description in reasonable detail of the animal (including, the approximate weight, height and color of the animal, as well as the order and breed of the animal);
- (ii) the day and hour of its impoundment;
- (iii) the day and hour of its redemption, sale, disposition or destruction, together with the details of redemption, sale, disposition or destruction;
- (iv) the name and address of the owner (being the person to whom the animal was sold or released), and the license number on the animal's tag (if applicable);
- (v) ensure that all fees, fines and other charges invoiced to, and received from or on behalf of, the owner have been paid to the satisfaction of the clerk of the Municipality before animal is released to the owner; and
- (vi) such other particulars as the clerk of the Town of Ste. Anne shall direct from time to time.

(d) To collect all fees charged by the pound, and to remit all monies received by the pound to the Clerk of the Town of Ste. Anne, together with such reports and statements as the said Clerk may prescribe from time to time, except where the Town of Ste. Anne has entered into a contract with a private party for the operation of the pound, in which case the pound keeper shall observe all terms and conditions of the contract with the Town of Ste. Anne for the operation of the pound, including, without limitation, the provisions concerning the charging and collection of fees, the remittance of amounts due to the Town of Ste. Anne under the said contract.

(e) To keep any impounded dog, cat or any other animal which is, to the knowledge of the poundkeeper, a domestic pet, for a minimum period of: (i) three (3) days, which shall include the day of impoundment but shall exclude Sundays and any statutory holidays during which the pound is closed to the public, or (ii) where the Municipality has entered into a contract with a private party for the operation of the pound, the minimum hold period established under the pound keeper's contract with the Municipality.

(f) If, after expiration of the minimum period of impoundment set out in paragraph (e), a dog, cat or other domestic pet has not been redeemed. The animal control officer shall be authorized to sell the dog or cat for an amount sufficient to cover, where possible, all applicable impound fees as set out in the Town of Ste. Anne's annual fee schedule, and vaccination costs, but in no case shall a dog or cat be released from the pound until a current Town of Ste. Anne dog or cat license has been purchased for said dog or cat.

- (g) Notwithstanding subsection (b), the Pound Agent shall not permit the sale or release of a dangerous dog other than to its owner in accordance with subsection (a).
- (h) Upon the expiration of ninety-six hours, if the dog or cat has not been redeemed by its owner or sold, the Animal Control Officer may have the animal humanely destroyed; unless the Town of Ste. Anne, or the poundkeeper on the express authority of the Town of Ste. Anne, agrees to or directs an extended period of impoundment, in which case the impounded animal will be held until the earlier of the date that it is sold or otherwise disposed of to a person in accordance with sub-paragraph (f)(i) or until expiry of the extended period of impoundment, before it is humanely destroyed.
- (i) The Town of Ste. Anne may vary the terms, conditions and duties of the poundkeeper by contract with a private party, provided however that the contract shall contain (and where absent in the contract, shall be deemed to incorporate) as minimum provisions, the duties of the poundkeeper set out in paragraphs (a), (b) and (c) above, and further provided that the provisions in paragraphs (d), (e), and (f) above shall continue to apply except to the extent that they are specifically modified by the contract. Where the pound keeper is a private party under contract with the Town of Ste. Anne, the pound keeper shall observe all of the terms and conditions of the contract with the Town of Ste. Anne. Where it is permitted under the contract with the Town of Ste. Anne, the pound keeper may, at its sole cost and expense, keep an impounded animal for longer than the minimum hold period, and may sell or otherwise dispose of the impounded animal for an amount less than the applicable pound and license fees, provided however that the poundkeeper shall remain responsible to the Town of Ste. Anne for all amounts due to the Town of Ste. Anne under its contract with the poundkeeper.

PART IV: DOGS, CATS AND OTHER DOMESTIC PETS

Licensing of dogs

5(1) The owner of every dog and cat over the age of four months shall obtain and renew annually, a license to keep the dog and cat shall require the payment of the annual fee as set out in Schedule A hereto attached. The owner shall ensure that the license tag issued for the dog is securely fastened to a collar worn around the neck of the dog in respect of which the tag was issued. Any failure to obtain or keep current the required license or to ensure that the license tag issued for the dog or cat is securely fastened to the dog or cat's collar shall constitute an offense under this By-law.

5(2) The required dog and cat license are sold by the Clerk of the Town of Ste. Anne.

5(3) No person shall be permitted to remove the collar of license tag from any dog or cat as such removal shall constitute an offense under this By-law.

5(4) The license fee hereby imposed shall be due upon obtaining dog or cat and remain in force for the life of the dog and not subject to annual renewal of license fee.

5(5) Where the license tag is lost or damaged, the owner shall forthwith apply for a replacement license tag, the cost of which is set out in Schedule A hereto attached.

5(6) Licenses duly issued by the Clerk of the Town of Ste. Anne are not transferable from one dog to another by the owner or his agent.

5(7) Subsections 5(1), (2), (3), (4), (5) and (6) shall not apply to non-residents of the Town of Ste. Anne who bring a dog on a temporary visit into the town, provided however, that nothing in this subsection 5(7) shall authorize any person to bring a dog or cat into the Town of Ste. Anne that is a dangerous animal or is vicious, rabid or otherwise a risk to the public or to other animals within the town, nor does it authorize any person to allow the dog to run at large or otherwise create a nuisance within the Town of Ste. Anne.

5(8) Subject to subsection 5(9) hereof, every dog owner must produce, before a license is issued or renewed for the dog, evidence of a current rabies vaccination status for that dog from a licensed veterinarian.

5(9) A dog owner does not have to produce evidence of a current rabies vaccination status in order to obtain or renew a license in respect of this dog if he can produce a statement in writing signed by a licensed veterinarian certifying that the dog cannot be vaccinated for rabies for medical reasons.

Rabies Vaccination

5(10) The animal control officer may at any time require that an owner provide proof that the owner's dog or cat has a current rabies vaccination status and, if the owner cannot produce such proof, the animal control officer may apprehend and impound the dog or cat, and may charge the owner with an offense under this By-Law.

Kennel Permits

6 No person shall have a dog kennel in the Town of Ste. Anne.

Responsibility of Owners Regarding Dogs and Cats

7(1) No owner shall:

- (a) Permit his dog or cat to run at large. When a dog or cat is found running at large, its owner shall be deemed to have filed or refused to comply with this subsection;
- (b) Permit his dog to bark or howl, or his dog or cat in any other way to disturb the quiet of any person or persons in the Town of Ste. Anne;

- (c) Permit his dog or cat to defecate on any public or private property other than the property of its owner. Where a dog and cat defecates on property other than the property of its owner, the owner shall cause such excrement to be removed forthwith;
- (d) Permit his dog or cat to defecate on this property in a manner which constitutes an environmental or health hazard or a nuisance for neighbors;
- (e) Permit his dog or cat to damage public property or private property other than that of the owner. Where public or private property has been damaged by a dog or cat, its owner shall be deemed to have failed or refused to comply with this subsection;
- (f) Own , keep, harbor or have possession or control of any dog (other than a dog that is under the age of four months or that is a registered guide dog for the visually impaired) for which a valid license has not been issued;
- (g) Own, keep harbor or have possession or control of any dog determined to be a dangerous animal, unless such dog is kept at all times in accordance with the provisions of Part V;
- (h) Permit his dog to pursue, bite, wound or worry any person or animal, whether or not on the property of the owner;
- (i) Permit his dog on any school ground or playground;
- (j) Permit his dog on public property (including park land area) unless the dog is on a leash (which leash shall be no longer than six (6) feet in length, fully extended) and the dog is in the actual custody and effective control of the owner or a person competent to control it, unless the said public property has been specifically designated by Council as land upon which dogs are not required to be on a leash.
- (k) Permit his dog to upset waste receptacles or otherwise litter

7(2) An owner of a registered guide dog that is visually impaired or any other person who requires the assistance of a registered guide dog shall not be subject to the restrictions imposed under subsection 7(1) (c), (f), (i) and (j).

Redemption

8. Unless the impounded animal is determined to be a dangerous animal, the owner of any dog, cat or any other domestic pet impounded by the animal control officer may be redeemed within three (3) days of the apprehension and impoundment by applying to the municipality for redemption and paying:

- (a) the impoundment fee as set out in Schedule A;
- (b) the pound fee calculated in accordance with Schedule A;

- (c) all outstanding fines, damages or costs relating to the impounded animal.

Any person who fails to comply with the terms and conditions set out in this Section 9 shall be guilty of an offense under this By-law.

Restrictions on Domestic Pets

9(1) An owner of a domestic pet other than a dog or cat shall not allow the domestic pet outside of the owner's premises unless the domestic pet is at all times while outside of the owner's premises, under the immediate charge and effective control of a person competent to control it. In the event that the animal alleged to be a domestic pet is a restricted animal or is a wild animal within the meaning of The Wildlife Act, no person shall be entitled to keep or harbour such animal within the Town of Ste. Anne.

Dogs

9(2) Subject to subsection 9(1) and the provisions of Section 7, the owner of a dog shall not permit the dog to be outside of the owner's premises unless:

- (a) the dog has a collar which has securely fastened to it a proper license tag that identifies a valid license in respect to that dog;
- (b) the dog is on a leash that is less than six (6) feet in length fully extended;
- (c) the dog is under the immediate charge and effective control of a person competent to control it.

9(3) A female dog in heat shall be confined to the property of the owner or a person having control of the dog, or shall be housed in a licensed kennel outside the boundaries of the Town of Ste. Anne, for the period of time that the dog is in heat. The said dog's confinement shall be in such a manner as to prevent any contact between the dog in heat and any other dog except other dogs owned by the same owner or by another owner who voluntarily permits such contact.

9(4) Any person who fails to comply with the terms and conditions set out in this Section 9 shall be guilty of an offense under this By-law.

Maximum Number of Dogs/Cats

10(1) No person shall own, harbor, keep or have in his possession or control of on his premises, more than 2 dogs and or 2 cats, over the age of four (4) months, unless they were on his premises prior to January 1, 2008 regardless of the number of people who may be inhabiting the premises.

10(2) (a) notwithstanding section 10(1):

Any person who owned, possessed, or harboured 3(three) dogs prior to January 1st 2008, is permitted to keep them;

(b) Any person to whom subsection (a) applies shall not be entitled to acquire, by any means, any additional dogs and /or cats until the number of dogs and/or cats they own,

possess, or harbour falls below the number authorized by this by-law, at which time they must comply with the provisions of section 10(1).

(c) Any person to whom subsection (a) applies shall be subject to all other provisions of this by-law.

Cats

- (a) the owner of a cat shall not permit the cat to be outside of the owner's premises unless the said cat is under the immediate charge and effective control of a person competent to control it.
- (b) A female cat in heat shall be confined to the premises of the owner or a person having control of the cat, or shall be housed in a, for the period of time that the cat is in heat. The said cat's confinement shall be in such a manner as to prevent any contact between the cat in heat and any other cat except other cats owned by the same owner.
- (c) A female cat in heat shall be confined to the property of the owner or a person having control of the dog, or shall be housed in a licensed kennel outside the boundaries of the Town of Ste. Anne, for the period of time that the dog is in heat. The said dog's confinement shall be in such a manner as to prevent any contact between the dog in heat and any other dog except other dogs owned by the same owner or by another owner who voluntarily permits such contact.

PART V: DANGEROUS ANIMALS

Animal Bites

11(1) The animal control officer:

- (a) shall apprehend, impound and place in quarantine any dog or cat that he has reason to believe has bitten a person; and
- (b) may apprehend, impound and place in quarantine any other domestic pet that he has reason to believe has bitten a person if, in his discretion, such action in respect of the domestic pet is necessary for the protection of the public;

(in either case, the "aggressor animal"), whether on private premises or elsewhere, and whether or not the skin was directly punctured or lacerated by the bite, except that this provision shall not apply to a police service dog owned by a public law enforcement agency while on duty and under the control of a qualified dog handler.

11(2) If the aggressor animal is not voluntarily surrendered to the animal control officer by the owner, the animal control officer shall be empowered to apprehend and impound the aggressor animal and, if necessary, to apply to a provincial court judge, magistrate or justice of the peace, as required, in order to obtain an order to enter the personal residence of the owner for the purpose of apprehending and impounding the aggressor animal.

11(3) An aggressor animal so apprehended and impounded at the pound shall, subject to subsection 11(9) herein, be quarantined for a minimum of ten (10) days at the owner's expense, commencing from the date of impoundment (the "quarantine period").

11(4) The animal control officer may, in his discretion, authorize the owner of the aggressor animal to quarantine the aggressor animal in a place other than the pound, provided that such place is under the direct supervision of a licensed veterinarian and that the aggressor animal must remain at such place at the owner's expense for the quarantine period.

11(5) Subject to a determination by the animal control officer pursuant to subsection (11) hereof that the aggressor animal is not a dangerous animal, the aggressor animal may be released to the owner after expiry of the prescribed quarantine period upon payment by the owner to the poundkeeper of a pound fee calculated at the daily rate set out in Schedule A hereto attached together with any costs or fines assessed against the owner hereunder. In the event that the owner fails to redeem the aggressor animal from the pound within three (3) days after expiry of the quarantine period, the aggressor animal shall be sold, or otherwise disposed of, or destroyed at the discretion of the poundkeeper.

11(6) The animal control officer shall keep a record of all bite incidents, identifying the aggressor animal and the details of the incident, and such record may be used in any hearing or appeal with respect to the dangerous animal provisions contained herein.

11(7) The head of any aggressor animal quarantined for biting that dies while quarantined and prior to the veterinary examination required pursuant to subsection 11(8) hereof, shall be submitted to the Canadian Food Inspection Agency for rabies examination.

11(8) Every aggressor animal shall be examined by a licensed veterinarian approved by the animal control officer prior to release from quarantine. The determination as to whether or not the aggressor animal can be released from quarantine or must be destroyed or otherwise disposed of, shall be at the discretion of the animal control officer based upon the following factors:

- (a) the medical report of the licensed veterinarian who has examined the aggressor animal;
- (b) whether or not the public health authorities are prepared to consent to the release of the aggressor animal;
- (c) the severity of the bite incident, the circumstances surrounding the incident and the consequences of the incident;
- (d) whether or not the aggressor animal is, in the opinion of the animal control officer, a dangerous animal and, if yes, whether or not the provisions of section 14 hereof have been complied with;

- (e) whether or not the aggressor animal is a restricted animal, and if yes, whether or not the provisions of Section 14 hereof have been complied with by the owner; and
- (f) proof that the aggressor animal does not have rabies, and that the aggressor animal has a current rabies vaccination status at the date of the bite incident.

11(9) Notwithstanding the provisions of subsection 11(3) herein, it shall be within the discretion of the animal control officer to release an aggressor animal prior to the expiry of the quarantine period and to impose conditions upon the release of an aggressor animal from quarantine, which conditions may include, without limiting the generality of the foregoing;

- (a) the owner shall take the necessary measures to ensure that the aggressor animal is confined to the owner's premises in such a manner as to prevent escapes, and to ensure that all direct contact with other animals and persons other than the owner is avoided;
- (b) the owner shall post in a conspicuous location at the entrance of the premises where the aggressor animal is confined, a sign which reads "*Beware of Dangerous <type of aggressor animal>*";
- (c) the owner shall submit the aggressor animal for veterinary examination from time to time as may be prescribed by the animal control officer, and shall report the results of any such veterinary examination to the animal control officer;
- (d) the owner shall take out and pay for such liability insurance on the aggressor animal as may be prescribed by the animal control officer;
- (e) the owner shall be responsible for all costs, fines and damages associated with the aggressor animal, including the costs of impoundment, quarantine, signage and veterinary fees, pound fees and license fees, and any costs associated with liability to the victim or victims of the bite incident;
- (f) such other conditions as the animal control officer may deem necessary or advisable in the interests of public safety.

Determination that an animal is a dangerous animal

12(1) Where the animal control officer has reason to believe that an animal, including but not limited to an aggressor animal under section 12, is a dangerous animal, he shall arrange a hearing before Council at a regularly scheduled meeting of Council to determine whether or not the said animal should be declared a dangerous animal. In the

event that an owner voluntarily accepts the dangerous animal declaration and the recommended disposition of the matter made by the animal control officer, a hearing before Council may be dispensed with, and the recommended disposition of the matter shall constitute a final order in respect of which there is no appeal.

12(2) Where it is deemed necessary by the animal control officer to protect the public or other animals pending the decision of Council, the animal control officer may:

- (i) require that the animal be quarantined in the pound until the earlier of the date that the animal control officer determines that it is safe to release the animal to the custody of the owner or until Council hears the matter and issues its determination; or
- (ii) may impose all or any of the conditions set out in subsection 14(2) of this By-Law upon the owner's custody of the animal, which conditions shall apply until the earlier of the date that the animal control officer determines that it is safe to remove the conditions or until Council hears the matter and issues its determination.

12(3) Council shall provide written notice of the hearing to the owner of the animal at least ten (10) days in advance of the hearing by serving notice upon the owner or by mailing the notice by registered mail to the last known address of the owner. In the case where the animal alleged to be a dangerous animal is a dog, the animal control officer shall be entitled to mail the said notice to the last address known. The notice shall include the following minimum information:

- (a) the time, place and purpose of the hearing;
- (b) a summary of the reasons in support of the allegation that the animal is dangerous;
- (c) a copy of this section 12 of the By-Law; and
- (d) a statement that if the owner does not attend the hearing, the matter will be dealt with in his absence and that he will not be entitled to any further notice or appeal in regard to the proceedings concerning the animal.

12(4) (a) The owner has the right to appear at the hearing, with or without counsel, and to make submissions to Council and call evidence (whether via voice or documentary) on his behalf. The owner also has the right to hear all of the evidence and submissions presented at the hearing by or on behalf of the animal control officer and to inspect any documents filed by or on behalf of the animal control officer, and to respond to same.

- (b) Where the owner does not attend at the hearing, having been given notice as provided in accordance with this section 12, Council shall be entitled to deal with the matter in his absence, and the owner shall not be entitled to any further notice or appeal in regard to the proceedings concerning the animal. The owner shall be notified of the decision of Council by notice in writing delivered by personal service or registered mail in the manner set out in subsection 12(3) hereof.

12(5) Within five (5) working days of the hearing of Council, Council shall issue a written decision in accordance with the following provisions:

(a) The Council shall make an order declaring the animal to be a dangerous animal if in their opinion:

- 1 the animal has caused injury to or killed a person, whether on public or private property; or
- 2 the animal has seriously injured or killed any other domestic animal or any livestock without provocation; or
- 3 the animal is used primarily for the purpose of guarding property and is not a police service dog owned by a public law enforcement agency.

(b) The Council may make an order declaring the animal to be a dangerous animal if, in their opinion, there is a material risk that the animal may cause damage or injury to person or property or any other animal, taking the following non-exhaustive factors into account:

- 1 whether the animal has worried, bitten, wounded or injured any person or animal, or is otherwise an aggressor animal;
- 2 the circumstances surrounding any previous worrying, biting or wounding incidents; and
- 3 whether the animal, when unprovoked, has shown a tendency to pursue, chase or approach in a menacing fashion, any person or any other animal upon any public or private property.

12(6) The Council shall deliver a copy of their decision to the owner in the manner provided in subsection 12(3). There shall be no obligation upon Council to issue written reasons for their decision.

12(7) The decision of Council shall be final. There shall be no appeal from the decision of Council.

12(8) Every owner who has received notification from Council pursuant to subsection 12(3) that a determination hearing will be held with respect to his animal, shall ensure that the animal remains confined upon the premises of the owner pending the final outcome of the hearing.

12(9) Subsection 12(8) shall not apply if the animal is impounded or the animal control officer receives written confirmation from a licensed veterinarian that the animal has been placed in quarantine pending outcome of the hearing.

Consequences of dangerous animal declaration

13(1) Council shall determine whether the dangerous animal should be destroyed or released to the owner subject to the conditions set out in subsection 13(2). The decision of Council shall be final and not subject to appeal.

13(2) Every owner of an animal that has been declared to be dangerous and in respect of which Council has decided to release the dangerous animal to its owner, shall:

- (a) ensure that the dangerous animal, while on private property, is kept either securely confined indoors or in a securely enclosed and locked pen, structure or compound which:
 - (i) is capable of preventing the entry of young children and the escape of the dangerous animal;
 - (ii) has minimum dimensions suitable for the size of the dangerous animal, as prescribed by the animal control officer;
 - (iii) has secure sides; and
 - (iv) provides protection from the elements for the dangerous animal.
- (b) permit the dangerous animal upon public property only if it is under the effective control of a person competent to control it.
- (c) display in a conspicuous location at each entrance to the premises upon which the dangerous animal is kept, a sign stating: **WARNING: BEWARE OF DANGEROUS <insert type of animal>**. The sign shall be posted in such a manner that it cannot be removed easily by a passerby and will be visible and capable of being read from outside of the premises.
- (d) within three (3) working days of selling, giving away or otherwise disposing of the dangerous animal, provide the animal control officer with the name, address and telephone number of the new owner.
- (e) advise the animal control officer within three (3) working days of the death of the dangerous animal.
- (f) advise the animal control officer forthwith if the dangerous animal has gone missing or is running at large or has bitten, worried or attacked any person or animal.
- (g) maintain in force to the satisfaction of the Clerk of the Municipality a comprehensive liability insurance policy, including coverage for damage or injury caused by the dangerous animal, with a minimum limit of liability of \$500,000.00 per occurrence.
- (h) such other conditions as may be prescribed by order of the Council, including, without limitation, any of the conditions set out in subsection 11(9) hereof.

13(3) No person shall deface or remove a sign posted pursuant to subsection 13(2)(c) hereof without having first obtained the permission of the animal control officer.

Destruction of dangerous animal or aggressor animal

14(1) Where it appears on reasonable grounds that an owner has breached a condition of this By-Law in respect of an animal that has been declared dangerous or if an aggressor animal has caused injury or damage to any person, property or any other animal or if the animal control officer otherwise has reasonable grounds to believe that an animal presents a risk to any person, property or any other animal and such animal has been declared a dangerous animal by Council, the animal control officer may apprehend and impound the animal for the purpose of destroying it. In the event that an animal is causing an immediate risk to any person, property or any other animal, the animal control officer is authorized to apprehend and impound the said animal notwithstanding that it has not been declared to be a dangerous animal by Council at the time of its apprehension and impoundment.

14(2) When the animal control officer impounds an animal under this section 14 for the purpose of destruction of the animal, he shall give the owner written notice, delivered to the last known address of the owner, that the animal will be destroyed after the expiry of ten (10) days from the date of the notice. The owner may, during that time period, appeal the decision of the animal control officer to Council by providing notice in writing to the Clerk of the Town of Ste. Anne, in which case Council shall hold a hearing at a regularly scheduled meeting of Council as to whether or not the animal should be destroyed, which hearing shall be carried out in accordance with the provisions of section 13 hereof. The animal shall remain quarantined in the pound pending the outcome of the hearing.

PART VI: LIVESTOCK

15(1) Under no circumstances are livestock ever allowed to be kept on any property, public or private, in the Town of Ste. Anne. Council may however, allow a special permit for livestock for a short duration of time to assist farmers in the area during natural disasters.

PART VII: RESTRICTED ANIMALS

Prohibition on restricted animals

16(1) Under no circumstances are restricted animals ever allowed to be kept on any property, public or private, in the Town of Ste. Anne.

PART VII: GENERAL PROVISIONS

Offences under this By-Law

17(1) For greater certainty and without limiting any provisions of this By-Law, the following shall constitute offenses under this By-Law:

- (a) Allowing or failing to prevent a dog, cat or domestic pet from running at large;

- (b) Keeping or harbouring dogs or cats in excess of the maximum number permitted by this By-law;
- (c) Operating a kennel operation within the boundaries of the Town of Ste. Anne;
- (d) Failing to comply with an order of the animal control officer to dispose of any dogs in excess of the prescribed limit made under section 6 of this By-law;
- (e) Failure by the owner of a dog or cat to comply with any one or more of the provisions of section 7, subsection 9(2) or subsection 9(3) of this By-law;
- (f) Failing to report a bite incident or failing to voluntarily surrender the dog or cat believed to have bitten a person to the animal control officer or poundkeeper;
- (g) Failing to voluntarily surrender a dog or cat to the animal control officer upon a request therefore;
- (h) Failure by an owner to discharge the duties of an owner as set out in subsection 2(1) of *The Animal Care Act* (Manitoba);
- (i) Keeping or harbouring any wild animal or other restricted animal within the Town of Ste. Anne;
- (j) Failing to properly vaccinate a dog or cat against rabies;
- (k) Failing to comply with the requirements of subsection 9(1) of this By-Law in relation to any domestic pet;
- (l) Failing to comply with any requirements of Part V of this By-Law in relation to an aggressor animal or a dangerous animal;
- (m) Defacing or removing a sign required to be posted under subsection 11(9)(b) or subsection 13(2)(f) of this By-Law;
- (n) Keeping or harbouring any livestock animals as per Part VI of this By-law;
- (o) Keeping or harbouring any restricted animals as per Part VII of this By-law.

Interference With Enforcement

17(2) It shall be an offence under this By-Law for a person to interfere or obstruct any attempt by the animal control officer, poundkeeper or the Council from carrying out its duties and obligations hereunder. Without limiting the generality of the foregoing, no

person shall interfere or obstruct or attempt to interfere or obstruct an animal control officer, the poundkeeper, a police officer or any other person authorized to apprehend and impound an animal running at large, who is attempting to apprehend or impound, or who has apprehended and impounded, any animal in accordance with the provisions of this By-Law.

17(3) It shall be an offense under this By-Law:

- (a) to break into, or assist another person in any manner, directly or indirectly, to break into, any pound; and
- (b) to remove or attempt to remove any impounded animal, or to otherwise cause of assist an escape of any impounded animal.

Apprehension by Resident

17(4) Any resident of the Municipality may apprehend and confine an animal which is running at large on his property, provided that he shall immediately inform the animal control officer, poundkeeper or the Clerk of the Municipality of the apprehension and confinement, and the animal control officer shall as soon as practical, attend upon the resident to take possession of and impound the animal.

Right of Entry

18(1) The animal control officer or any other person appointed by the Municipality to enforce the provisions of this By-Law or any other law, rule or regulation pertaining to animal care or custody, may lawfully enter upon the land and buildings of an animal owner or any other person, other than the personal residence of an individual, for the purposes of apprehending an animal running at large, to ensure compliance with this By-Law (including, without limitation, any license or permit issued pursuant to this By-Law) or to otherwise enforce the provisions of this By-Law, but shall not enter the personal residence of any individual without the consent of the owner or occupant of the personal residence or a valid warrant or order from a provincial court judge, magistrate or justice of the peace, as required to permit such entry.

18(2) The owner of any dog, cat or any other domestic pet that has bitten any person or any other animal shall present the said animal to the door of his dwelling upon the request of the animal control officer, to assist the animal control officer to apprehend and impound the said animal.

Complainant Identification

19(1) Any person who makes a complaint alleging an offense under this By-Law against another person shall provide to the animal control officer his name, address and telephone number. It shall be at the discretion of the animal control officer whether or not to proceed based on an anonymous complaint or information.

Liability

20(1) No liability shall attach to the animal control officer, the poundkeeper, the Council and/or the Municipality in carrying out their respective duties under this By-Law. Without limiting the generality of the foregoing, no liability shall attach to the

animal control officer, the poundkeeper, the Council and/or the Municipality for any animal destroyed, sold or otherwise disposed of pursuant to the provisions of this By-Law or killed or injured during the course of its apprehension or impoundment.

Penalties

21(1) Without limiting the penalties for specific offenses set out in subsections 17(2) and (3) hereof, any person who contravenes any provision of this By-Law is guilty of an offense and is liable:

- (a) to a fine of not less than \$50.00 and not more than \$500.00, plus all applicable costs and penalties for the first offense;
- (b) to a fine of not less than \$100.00 and not more than \$1,000.00, or to imprisonment for not more than thirty (30) days, or both, plus all applicable costs and penalties for the second offense and for each subsequent offense within twelve (12) months of the first offense;
- (c) any dog that is impounded three or more times within any 12 month period while owned by the same owner, may be sold or disposed of to a new owner or shall be destroyed regardless of whether or not it is properly licensed under this By-law.

21(2) Any person who interferes with or obstructs the duties of an animal control officer, a poundkeeper or any other person authorized to enforce any provisions of this By-Law, or who unlawfully enters any pound or unlawfully removes any animal impounded, is guilty of an offense and is liable:

- (a) to a fine of not less than \$500.00 and not more than \$2,000.00, or to imprisonment for a term of not more than sixty (30) days, for the first offense, plus all applicable apprehension and impoundment costs;
- (b) to a fine of not less than \$1,000.00 and not more than \$5,000.00 or to imprisonment for not more than six (6) months, for each subsequent offense, plus all applicable apprehension and impoundment costs.

21(3) Where a corporation commits an offense under this By-Law, each director or officer of the corporation who authorized, consented to, connived at, or knowingly permitted or acquiesced in, the doing of the act that constitutes the offense, is likewise guilty of the offense and liable for the penalties provided for herein.

21(4) Where the contravention, disobedience, refusal or neglect continues for more than one (1) day, the person is guilty of a separate offense for each day that the contravention, disobedience, refusal or neglect continues.

21(5) A person who has been served with a Notice of Breach of this By-law, may dispose of the matter by attending at the Office of Town of Ste. Anne during regular office hours, within fifteen(15) days of the date of the notice and pay to the Clerk of the Town of Ste. Anne, the minimum fine (including applicable costs) as set out in the Notice, along with all other such charges that may have accrued as a result of

enforcement of this By-law. In the event that a person served with a Notice of Breach of this By-law fails to pay the minimum fine as set out in the Notice (including applicable costs) within the said fifteen(15) day period, the person shall be guilty of the breaches of this By-law set out in the said Notice, and liable for the maximum penalties set out in this By-law calculated having regard for Section 21(4) of this By-law, together with an assessment of the costs incurred. The Town may proceed to collect such fines and costs against the person by any means available to it by law for the collection of outstanding taxes, including, without limitation, adding the fines and costs to the realty taxes on any property owned by the person within the Town of Ste. Anne

BE IT RESOLVED that By-Law No #7-2001 is hereby repealed.

DONE AND PASSED as a By-Law of the Town of Ste. Anne in open session assembled this the 11th day of March A.D. 2008.

Original signed by _____
Bernard Vermette, Mayor

Original signed by _____
Nicole Champagne, CAO

Read a first time this 12th day of February, 2008
Read a second time this 11th day of March, 2008
Read a third time this 11th day of March, 2008

SCHEDULE A – LICENSE AND IMPOUNDMENT FEES

Penalties and Impoundment Fees:

For any dog, cat or any other domestic pet that was apprehended running at large or that was for any other reason, impounded by the animal control officer

Application Fees:

For a kennel permit	Not allowed
For a permit to keep restricted animals	Not allowed

License Fees (Annual) and Related Charges

For each spayed female or neutered male dog	\$5.00
For each male dog or cat	\$10.00
For each female dog or cat	\$10.00
For each dog declared to be a dangerous animal	Not applicable
Replacement tag	\$2.00
Transfer of license	Not applicable

Penalties and Impoundment Fees

For any dog or cat that was apprehended running at large or that was for another reason, impounded by the animal control officer:

For first impoundment, flat fee	\$30.00
For each day of impoundment	\$15.00 per day
For second impoundment, flat fee (if it occurs within 12 months of the first offense)	\$50.00 \$15.00
For voluntary impoundment: For each day of impoundment	Recovery of costs
Impoundment fees for dangerous animals, quarantined animals and restricted animals:	Recovery of costs
Impoundment and fine (Section 21.)	As defined in by-law

SCHEDULE C
NOTICE OF IMPOUNDMENT
FOR THE TOWN OF STE. ANNE

Owner: _____
(Name and Address of Owner of animal)

Description of Animal _____

Date of Apprehension: _____

Time of Apprehension: _____

Location of Animal Apprehended: _____

Place of Impoundment: _____

Hours of Operation of Pound: _____ - _____

Phone No. of Pound: _____

Daily Pound Fee \$12.50 per day: _____

Impoundment Fee and/or Fine: _____

License Fee: _____

Method of Payment Required: _____

Day the animal will be sold or destroyed: _____

Date: _____ Animal Control Officer _____

Signature _____

**THE TOWN OF STE. ANNE
BY-LAW#5-2008**

SCHEDULE D

Remunerations to be paid to appointed Animal Control Officer and including pound keeper's fees.

Annual retainer fees:

Animal control officer retainer fees to be paid as follows:

Monthly \$100.00

Poundkeeper retainer fees to be paid as follows:

Monthly ~~\$50.00~~ \$100.00 (Oct. 27, 2009)

Other approved remunerations based on written reports duly supplied to the office of the Town of Ste. Anne:

- Penalties and impoundment fees as per schedule "A" for animals not released to owners.
- All fees duly collected as indicated on the schedule are to be paid directly to the appointed Animal Control Officer with written report forwarded to the council of the Town of Ste. Anne on a monthly basis. These fees will remain with the Animal Control Officer as his remunerations for the work done.
- With regards to resident calls to find stray dogs or cats with no success, a standard fee of \$10.00 per call will be paid to the Animal Control Officer upon receipt of written report duly indicating address and name of complainant.